

## POSITION OVERVIEW

Acting under the direction of the Court Executive Officer, the Chief Deputy Executive Officer is responsible for overseeing the management and administration of the non-judicial operation of the Sacramento Superior Court and acts in place of the Court Executive Officer when absent.

The emphasis of the Chief Deputy Executive Officer is on issues internal to the Court, and on the daily administration of the activities of the Court. The Chief Deputy Executive Officer must work in extremely close coordination primarily with the Court Executive Officer, and secondarily with the Presiding Judge.

Critical attributes of this position will include the demonstrable ability to understand, predict, and accommodate judicial needs, well-developed and sophisticated labor relations skills, experience in change management, the ability to multi-task, and flexibility and adaptability to the needs of the Bench, the Court Executive Officer, and Executive Team.

Travel to other Court locations, to the Administrative Office of the Courts in San Francisco, and other job-related destinations are expected.

The Chief Deputy Executive Officer serves at the will of the Court Executive Officer.

## ABOUT THE COURT

The Superior Court of California, County of Sacramento has approximately 800 employees, 52 Judges and 15 subordinate judicial officers serving the public in Sacramento County.

The executive team of the Court is composed of the Court Executive Officer, Chief Deputy Executive Officer and two Deputy Executive Officers.

The Court’s mission is to assure justice, equality and fairness for all under the law. The Court expects management staff to demonstrate the following management characteristics/values: flexibility, strategic thinking, integrity/honesty, team building skills, accountability, decisiveness, financial management, problem-solving abilities, political acumen, and excellent oral and written communications skills.

## MAJOR RESPONSIBILITIES

- Administers Court operations in a manner consistent with applicable laws and the statewide and local rules of court, specifically overseeing the activities applicable to line and staff operations, including but not limited to budget, personnel administration (human resources, payroll and training), labor relations, calendar and jury management, legal research, general services (contracts and facilities), technology, records management, audits, public information, management analyses, legislation, community and governmental liaison.
- Administers the Personnel Plan and collective bargaining agreements of the Court.
- Serves as the lead negotiator on all labor relations negotiations and implementation of collective bargaining agreements.
- Oversees planning, forecasting and administration of the Court’s budget, audit, payroll and accounting functions.
- Assists the Court Executive Officer in the development of organizational goals and objectives.
- Directs long-range planning and innovative program development for assigned areas of responsibility.
- Reviews, evaluates and interprets trends, legal requirements, laws and pending legislation relative to court programs.
- Evaluates the performance of court employees either directly or through subordinate managers.
- Assists the Court Executive Officer and Judges to establish and implement rules, policies and procedures for court operations and provides staff support to judicial committees.
- Participates on both Court-specific and statewide judicial committees.
- Directs the preparation of a wide variety of written, statistical, and budgetary reports.
- Represents the Court and Court Executive Officer as assigned.

## MINIMUM QUALIFICATIONS

**Education:** Bachelor’s degree from an accredited college or university preferably in public administration, court administration, public policy, business administration or a related field.

**And**

**Experience:** Six (6) years of administrative/managerial experience in a governmental setting.

**Substitution:** Four (4) years of additional administrative/managerial experience in a governmental setting may be substituted for the Bachelor’s degree.

Candidates should possess a thorough knowledge of: Principles and practices of organization, administration, fiscal and human resources management, labor relations, budget preparation and control; and court processes and procedures.

Candidates should have the ability to: direct and manage the work of a court division; understand and interpret codes, statutes, court rule and case law; select, motivate and evaluate staff and provide for staff development; analyze complex technical and administrative problems; communicate effectively orally and in writing; establish and maintain effective working relationships; exercise sound independent judgment.

## COMPENSATION

Salary: \$135,000 - \$148,838 annually dependent on qualifications (plus a 3.35% management differential). (\$139,523 - \$153,824 with differential)

Benefits include County retirement (*reciprocity with PERS and other 1937 retirement plans*) and social security; health, dental, vision and life insurance; medical contribution and dependent care plan; long term disability; parental leave; typical vacation, holiday and sick leave. Contact the Court’s Human Resources Office at (916) 874-7828 for additional information.

## HOW TO APPLY

Submit a completed Court **application form, resume** and **responses to the supplemental questions** to the Court's Human Resources Office **by 5:00 p.m. on Wednesday, September 6, 2006**. Applications received by the final filing date of September 6, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt.

The Court application form can be obtained online at [www.saccourt.com](http://www.saccourt.com) or from the Court Human Resources Office.

Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person at the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources Office, 720 9<sup>th</sup> Street, Sacramento, California 95814, (916) 874-7828, fax (916) 874-8411.

## SELECTION PROCEDURES

1. Applications, resumes and responses to the supplemental questions will be evaluated to select the best-qualified candidates.
2. The best-qualified candidates will be invited for an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

A background clearance is required before appointment. Incumbents in this position are required to disclose financial interests pursuant to Court policy implementing regulations of the Fair Political Practices Commission.

## SUPPLEMENTAL QUESTIONS

Please limit your responses to no more than four (4) pages. Include your name on each page you submit.

1. What experience, education and training do you have that qualifies you for this position? Be specific as to position(s) held, areas and scope of responsibilities, size of organization and other relevant factors that demonstrate your competitiveness for this position.
2. Please describe several significant accomplishments of your career that are indicative of your abilities and expertise in managing and directing a large organization.
3. The Sacramento Superior Court has employees that are represented by unions. Briefly discuss your philosophy in dealing with unions and give a couple of concrete examples of how you put this philosophy into practice in dealing with represented employees and union representatives.
4. Please describe one or two improvements that you were responsible for and implemented in your present or past organization(s). Please provide specific details of the issue(s) and/or problems involved, what was done, by whom, and what were the outcomes.

## ABOUT THE COUNTY

Sacramento County was incorporated in 1850 as one of the original 27 counties of the State of California. The County's largest city, the City of Sacramento, is the seat of government for the State of California and also serves as the county seat. Sacramento became the State Capital in 1854.

Visitors are attracted to the County by the State Capitol and other historical attractions such as Sutter's Fort, as well as natural amenities. The County's location at the intersection of four major highways brings additional visitors destined for the San Francisco Bay Area, the Gold Country, the Central Valley and the Sierra Nevada Mountains.



## Superior Court of California County of Sacramento

**Invites Applications  
for**

## Chief Deputy Executive Officer

**Final Filing Date:  
Wednesday, September 6, 2006**  
*(or until filled)*

**Revised: Extended Final Filing Date**

